

Institutional Effectiveness Unit Plan (Phase I) for 2006-2007

Directions: Use 9 point font when completing this form. First, complete columns A-D. Make sure your Unit Outcomes are targeted, essential and measurable. Columns E & F (which serve to assess whether your goals were reached and how you intend to use the results) will not be completed until the end of the cycle in the spring.

Unit: Office of Admissions
Unit Administrator: Jeff Shelley, Darren Allen

Unit's Mission: To provide for students' access to a college education and to assist with the students' transition to the college learning environment.

A. Unit Outcomes (3-5) Should be measurable. Use percentages where possible. Be brief.	B. Outcomes Link to Institutional Goals & Strategic Indicators List the goal numbers and the corresponding Strategic Indicator letters (i.e., Goal 1; Indicators B & C; Goal 2; Indicators A-C, etc.)	C. Methods of Assessing the Outcome List what methods you plan on using to measure each outcome (i.e., exit exam results, portfolios, surveys, board exams, etc.)	D. Budget Implications If your outcome has budget implications (costs that will exceed \$499), list them here.
<p>1. Create web space to include Admissions / Records related downloadable forms and post announcements, policies, procedures, frequently asked questions, etc. Promote site so as to have 200 users each term.</p> <p>2. Create an on line chat room for current / prospective LSCC students and staff will monitor the chat room at designated times.</p> <p>3. Participate in one training session through ACCESS relative to updating and maintaining degree plans.</p>	<p>1. Goal 4: Indicators E, F; Goal 3: Indicator D.</p> <p>2. Goal 4: Indicators E, F; Goal 3: Indicator D.</p> <p>3. Goal 4: Indicators E, F; Goal 3: Indicator D.</p>	<p>1. The web space will utilize a "hit" counter to measure users.</p> <p>2. By default, the creation of chat room by the end of our cycle means that the unit outcome was reached.</p> <p>3. List the date training occurs including topics covered at ACCESS.</p>	<p>1. None. Training will occur intra-institutionally.</p> <p>2. Depending upon the software vendor, costs are as yet undetermined but are forthcoming.</p> <p>3. Costs are as yet undetermined but are forthcoming.</p>

Number each Outcome in each column

Unit Plan--Part II: Directions: As noted on page one of this plan, complete columns E & F at the end of the planning cycle in the spring. As you report under each column, be sure to carry over the numbers which represent each outcome you are addressing.

E. Actual suits Obtained—When you assessed and measured your state outcomes, what results did you find? Be clear and concise in your writing.

1. Web development is delayed as the site structure, visual presentation, and format is soon to change. Templates have been created and once Dr. Milton initiates the re-design, the Director of Admission will assist in the project relative not only to Admissions / Records but also for the Student Services division. So, outcome 1 is still ongoing.
2. Development of an on line chat room is ongoing. Webinars have been attended through Hopkins that deals specifically with items to consider when developing a chat room and how to plan its implementation. Unofficially, the idea has been discussed with recruiters and if permitted, the web site design can incorporate direct links to recruiters via chat rooms or static email access.
3. ACCESS training occurred on March 19 and 20, 2007. Mandy Lanier of the ACCESS group facilitated the sessions. Tegrity was used to record the proceedings and reference materials were provided by ACCESS. (Degree Plan Design, The ACCESS Group, LLC.) Throughout the year, especially during pre-registration / registration, issues related to degree plan modifications arise. This function is now part of the Student Records Office while the Admissions Office Director provides back up. Our ability to identify and solve problems related to this function has improved overall student services during pre-registration and registration.

4.

F. Use of Results—Now that you have your results, how do you intend to use these results or, if implemented early, how have you used these results to improve your overall unit for the upcoming academic year? **NOTE After you list how you intend to use these results, be sure to include such improvements in your new Unit Plan for the upcoming academic year.**

1. Note response on previous page. Option 1 will be evaluated fully once the new web design and structure have been delineated.
2. Note the response on previous page. Option 2 will be evaluated fully once the new web design and structure have been delineated.
3. As the catalog changes for the upcoming year, the degree plans will be modified and updated to reflect the new data within it. New designations such as NSL, (Pre-LPN), will better facilitate curriculum transitions by students and aid in the program selection processes. Given instructional division approval, required changes can occur in a timely manner so as to positively impact student services, financial aid, retention, and advising.

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